



Information Session

2023 CALL FOR CONCEPT NOTES

Stage 2

1. OVERVIEW

In accordance with the application guidelines for the 2023 Call for Concept Notes, the UNRSF Secretariat will organize an information session for selected concept notes by the UNRSF Steering Committee. Selected concept notes, criteria for participation and other details about the information session will be made available on the UNRSF website in consultation with the technical road safety expert panel.

The information session will be moderated by member(s) of the road safety experts panel, who will walk through the project components and requirements to provide guidance and technical recommendations on the project content which the project team shall take into account in the detailed project document.

2. WHAT?

The information session is a virtual meeting to present, discuss and clarify critical project requirements and expectations prior to advancing from the project idea/concept to the full project plan and subsequent execution.

The discussion will specifically cover:

- proposed solution and activities
- wider benefits and how to maximize these
- partners roles, Government involvement
- timescale/workplan, budget
- risks to success and mitigation strategies
- results monitoring and stakeholders' communications
- synergies and potential areas for collaboration with additional potential partners

3. WHEN?

The information session succeeds the selection of a concept note by the UNRSF Steering Committee, following the Stage 1 submission of project concept notes.

4. WHY?

The project information session aims to 1) provide customized support to the project team for the development of the full project proposal; and 2) increase opportunities for collaboration and synergies among road safety actors beyond the project team.

This is perhaps the most important stage of any project because it defines the terms of reference within which the project will be executed. If the project is not properly designed, it will have a high probability of failure. The information session is where the business case, the project scope and stakeholder expectations are openly elaborated and determined by all relevant stakeholders.

5. WHO?

The information session is organized by the UNRSF secretariat to convene project partners mentioned in the concept note, additional potential partners relevant to the project, UNRSF independent evaluators, government focal points and UN resident coordinators.

6. HOW?

Ahead of the information session, project teams receive the road safety experts' comments on their appraised concept note and an offline copy of the full project document template (according to UNRSF project requirements). Please download [the project document template here](#).

The project team is required to prepare for the information session by providing a PowerPoint presentation to address the project components outlined in agenda item 2 below.

Agenda 2023 Information Session for Selected Proposal (2 hours)	
I. Opening Tour de Table (15 minutes)	<ul style="list-style-type: none"> ● Brief round of introductions, providing an overview of roles and affiliations by meeting participants: <ul style="list-style-type: none"> - Secretariat representatives - Road safety experts - Project team members - Additional partners ● Overview of the session proceedings
II. Presentation by the project team (10 minutes)	<ul style="list-style-type: none"> ● Recall the main challenge/problem to be addressed by the project (<i>referring to baseline data or how such baseline data will be acquired</i>). ● Recall the proposed road safety solution. ● Describe major activities and sequencing by respective partners (<i>including government and civil society partners</i>) <ul style="list-style-type: none"> - What are the proposed activities to implement the solution? - What are the proposed deliverables and timelines? - How will the activities be monitored and evaluated? ● RBM Project Logical framework and workplan (<i>please see annexes II and III</i>) <ul style="list-style-type: none"> - Clarify the expected change at outcome level. - Clarify the deliverables of project at output level. - Define contribution to the UNRSF log frame outcomes.
III. Interactive discussion/experts questions (70 minutes)	<ul style="list-style-type: none"> ● Experts and participants engage in a discussion, asking questions and providing feedback on the project components: <ul style="list-style-type: none"> - proposed solution and activities - wider benefits and how to maximize these - partners roles, Government involvement - timescale/workplan, budget - risks to success and mitigation strategies - results monitoring and stakeholders' communications - Alternative approaches or enhancements are explored.
IV. Discussion with prospective partners (10 minutes)	<ul style="list-style-type: none"> ● Discussion with prospective partners about synergies and potential areas for collaboration, including exploring opportunities to enhance the project's impact and sustainability.
V. Conclusion and wrap-up by External Evaluator (15 minutes)	<ul style="list-style-type: none"> ● Summary of the recommendations and mandatory guidance to ensure project plan is elaborated taking into account road safety technical expertise (<i>with specific reference to project scope, baseline data and related activities and results, project sustainability, stakeholder engagement and risk management</i>)

**The secretariat will provide a written summary of guidance (mandatory and recommended) to the project manager following the information session.*

**Upon request, RBM support will be available to project managers following the information session.*

ANNEX I: UNRSF LOGICAL FRAMEWORK

Annex 1: X-630: United Nations Road Safety Trust Fund (UNRSTF) Logical framework							
	Result chain	Indicator	Baseline (ref. year)	Target (ref. year)	Current value (ref. year)	Source and mean of verification	Assumption
Impact	To contribute to a substantial reduction of road traffic fatalities and injuries in low and middle-income countries.	1. Death rate due to road traffic injuries in targeted countries.	Rates according to most recent WHO report.	50% reduction as of 2030.	Rates according to next WHO report in 2023.	WHO Global Status Report on Road Safety (reported by governments) (Disaggregated by region, country and vulnerable road user classification)	Not applicable
		2. Number of road traffic injuries in targeted countries.	Rates according to most recent WHO report.	50% reduction as of 2030.	Rates according to next WHO report in 2023.	WHO Global Status Report on Road Safety (reported by governments) (Disaggregated by region, country and vulnerable road user classification)	
	Oc.1: Improved road safety management.	1.1. Number of countries and municipalities that have taken road safety action to improve coordination and monitoring.	Number of countries and municipalities that have taken related actions as a result of Fund support in December 2022.	Number of countries and municipalities that have taken related actions as a result of Fund support in December 2025.	Number of countries and municipalities that have taken related actions as a result of Fund support in December 2023.	Reported by government/ project reports/link of the government-recognized website.	<ul style="list-style-type: none"> • Adequate capacities exist in the target countries at the decision and executive level of the transport and health/ emergency services authorities to ensure uptake. • The governments of the targeted countries have access to adequate financial resources to implement the measures proposed by the intervention.

Outcomes	Oc.2: Improved safety of road infrastructure.	2.1. Number of countries and municipalities that have taken road safety action to improve the safety of their road infrastructure.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2022.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2025.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2023.	Reported by government/project reports/link of the government-recognized website.
	Oc.3: Improved safety of vehicles.	3.1. Number of countries and municipalities that have taken road safety action to improve safety of vehicles admitted to traffic.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2022.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2025.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2023.	Reported by government/project reports/link of the government-recognized website.
	Oc.4: Improved behaviour of road users.	4.1. Number of countries and municipalities that have taken road safety action to ensure lawful road user behaviour.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2022.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2025.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2023.	Reported by government/project reports/link of the government-recognized website.

	Oc.5: Improved Post-Crash Care.	5.1. Number of countries and municipalities that have taken road safety action to improve post-crash response.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2022.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2025.	Number of countries and municipalities that have taken legislative, enforcement, education or technology-related actions as a result of Fund support in December 2023.	Reported by government/project reports/link of the government-recognized website.	
Outputs	Op.1.1: Improved capacities to develop a national plan for road safety and improve coordination.	1.1.1. Number of targeted countries and municipalities supported in developing road safety action plans.	Number of countries and municipalities supported in December 2022.	Number of countries and municipalities supported in December 2030.	Number of countries and municipalities supported in December 2023.	Reported by government/project reports/link of the government-recognized website.	<ul style="list-style-type: none"> • Mobilisation at the policy level is adequate to support road safety as a high priority for action. • Adequate technical capacities exist in the targeted countries. • Adequate enforcement of safety rules and measures is applied by the transport and law enforcement authorities.
		1.1.2. Number of targeted countries and municipalities supported in improving coordination related to road safety among designated authorities.	Number of countries and municipalities supported in December 2022.	Number of countries and municipalities supported in December 2030.	Number of countries and municipalities supported in December 2023.	Reported by government/project reports/link of the government-recognized website.	
	Op.1.2: Improved capacities in target countries to collect and monitor road safety data.	1.2.1. Number of targeted countries and municipalities supported in establishing a road safety data system.	Number of countries and municipalities supported in December 2022.	Number of countries and municipalities supported in December 2030.	Number of countries and municipalities supported in December 2023.	Reported by government/project reports/link of the government-recognized website.	<ul style="list-style-type: none"> • Road users and the public, in general, are mobilised and willing to comply with the introduced road safety rules and measures.
	Op.2.1: Improved capacities in target countries and municipalities to put in place road infrastructure, with special attention to the safety needs of those in vulnerable situations.	2.1.1. Number of targeted countries and municipalities supported in developing safety standards for road design, construction, maintenance or signage that take into account safety of all road users – including children, persons with disabilities and/or older persons and women.	Number of countries and municipalities supported on legislative or related action in December 2022.	Number of countries and municipalities supported on legislative or related action in December 2030.	Number of countries and municipalities supported on legislative or related action in December 2023.	Published data on the websites of road assessment or audit authorities/project reports.	<ul style="list-style-type: none"> • Subregional and regional intergovernmental organizations have an interest in collaboration with the UN.

	2.1.2. Number of targeted countries and municipalities supported in establishing road safety enforcement action to ensure road audits, assessment or inspection by qualified teams.	Number of countries and municipalities supported on enforcement action in December 2022.	Number of countries and municipalities supported on enforcement action in December 2030.	Number of countries and municipalities supported on enforcement action in December 2023.	
	2.1.3. Number of countries and municipalities supported in implementing road safety educational awareness raising or training in support of safe road construction, maintenance or use.	Number of countries and municipalities supported on education-related action in December 2022.	Number of countries and municipalities supported on education-related action in December 2030.	Number of countries and municipalities supported on education-related action in December 2023.	
	2.1.4. Number of countries and municipalities supported in adopting the use of supportive technology-related actions and equipment to ensure safe road design, construction or performance.	Number of countries and municipalities supported on technology-related action in December 2022.	Number of countries and municipalities supported on technology-related action in December 2030.	Number of countries and municipalities supported on technology-related action in December 2023.	
	2.1.5. Number of countries supported in adopting UN Road Safety Conventions in support of improved safety of road infrastructure.	Number of countries supported in December 2022	Number of countries supported in December 2030	Number of countries supported in December 2023.	UNECE website for contracting parties to road safety-related United Nations legal instruments.
Op.3.1: Improved capacities of target countries and municipalities to establish and implement high quality technical safety standards for vehicles.	3.1.1. Number of countries and municipalities supported in drafting road safety legislation and regulations on standards for admission of vehicles to traffic.	Number of countries and municipalities supported on legislative action in December 2022.	Number of countries and municipalities supported on legislative action in December 2030.	Number of countries and municipalities supported on legislative action in December 2023.	Reported by government/ project reports/link of the government-recognized website.

		3.1.2. Number of countries and municipalities supported in establishing systems to enforce vehicle certification and inspections by qualified inspectors.	Number of countries and municipalities supported on enforcement action in December 2022.	Number of countries and municipalities supported on enforcement action in December 2030.	Number of countries and municipalities supported on enforcement action in December 2023.	
		3.1.3. Number of countries and municipalities supported in implementing road safety educational awareness raising or training on vehicle safety systems.	Number of countries and municipalities supported on education-related action in December 2022.	Number of countries and municipalities supported on education-related action in December 2030.	Number of countries and municipalities supported on education-related action in December 2023.	
		3.1.4. Number of countries and municipalities supported in adopting the use of supportive technology-related actions and equipment to ensure vehicle safety system compliance.	Number of countries and municipalities supported on technology-related action in December 2022.	Number of countries and municipalities supported on technology-related action in December 2030.	Number of countries and municipalities supported on technology-related action in December 2023.	
		3.1.5. Number of countries supported in adopting UN Road Safety Conventions in support of improved safety of vehicles.	Number of countries supported in December 2022.	Number of countries supported in December 2030.	Number of countries supported in December 2023.	UNECE website for contracting parties to road safety-related United Nations legal instruments.
	Op.4.1: Enhanced capacities in target countries and municipalities to enforce national road safety laws.	4.1.1. Number of countries and municipalities supported in drafting legislation in support of safe road user behaviour.	Number of countries and municipalities supported on legislative action in December 2022.	Number of countries and municipalities supported on legislative action in December 2030.	Number of countries and municipalities supported on legislative action in December 2023.	Reported by government/project reports/link of the government-recognized website.

		4.1.2. Number of countries and municipalities supported in establishing a system to enforce lawful behaviour on roads.	Number of countries and municipalities supported on enforcement action in December 2022.	Number of countries and municipalities supported on enforcement action in December 2030.	Number of countries and municipalities supported on enforcement action in December 2023.		
		4.1.3 Number of countries and municipalities supported in implementing road safety educational awareness raising or training in support of safe road user behaviour.	Number of countries and municipalities supported on education-related action in December 2022.	Number of countries and municipalities supported on education-related action in December 2030.	Number of countries and municipalities supported on education-related action in December 2023.		
		4.1.4 Number of countries and municipalities supported in adopting the use of supportive technology-related actions and equipment to ensure safe road user behaviour.	Number of countries and municipalities supported on technology-related action in December 2022.	Number of countries and municipalities supported on technology-related action in December 2030.	Number of countries and municipalities supported on technology-related action in December 2023.		
		4.1.5. Number of countries supported in adopting UN Road Safety Conventions in support of improved behaviour of road users.	Number of countries supported in December 2022.	Number of countries supported in December 2030.	Number of countries supported in December 2023.	UNECE website for contracting parties to road safety-related United Nations legal instruments.	
	Op.5.1: Strengthened capacities of targeted countries and municipalities to provide timely, quality and professional first emergency care rehabilitation services.	5.1.1. Number of countries and municipalities supported in drafting legislation that establish standards for data collection on post-crash response and investigation.	Number of countries and municipalities supported on legislative action in December 2022.	Number of countries and municipalities supported on legislative action in December 2030.	Number of countries and municipalities supported on legislative action in December 2023.	Reported by government/project reports/link of the government-recognized website.	

	5.1.2. Number of countries and municipalities supported in establishing systems to ensure oversight of post-crash response.	Number of countries and municipalities supported on enforcement action in December 2022.	Number of countries and municipalities supported on enforcement action in December 2030.	Number of countries and municipalities supported on enforcement action in December 2023.	
	5.1.3. Number of countries and municipalities supported in implementing training and related certifications to road users, rescue workers and investigators.	Number of countries and municipalities supported on education-related action in December 2022.	Number of countries and municipalities supported on education-related action in December 2030.	Number of countries and municipalities supported on education-related action in December 2023.	
	5.1.4 Number of countries and municipalities supported in adopting the use of supportive technology- related actions and equipment to ensure effective post-crash response.	Number of countries and municipalities supported on technology-related action in December 2022.	Number of countries and municipalities supported on technology-related action in December 2030.	Number of countries and municipalities supported on technology-related action in December 2023.	
	5.1.5 Number of countries supported in adopting UN Road Safety Conventions in support of improved post-crash care.	Number of countries supported in December 2022.	Number of countries supported in December 2030.	Number of countries supported in December 2023.	

ANNEX II: UNRSF RESULTS CHAIN TEMPLATE

Please **download the excel file template provided by the Secretariat by clicking [here](#)*

Project	MPTFO Project Id	Title	Status	Participating Organization
Results Chain	Indicator	Baseline	Target	Means of verification
UNRSF Impact: To contribute to a substantial reduction of road traffic fatalities and injuries in low and middle-income countries.				
Project Impact:				
UNRSF Oc. (ref. tab - UNRSF logframe to link to UNRSF indicators)				
Project Outcome 1:				
* The Project must link to minimum 1 Outcome of the UNRSF logframe				
UNRSF Op.: (ref. tab - UNRSF logframe to link to UNRSF indicators)				
Project Output 1:				
Project Activity 1.1:				
Project Activity 1.2:				
UNRSF Op. (ref. tab - UNRSF logframe to link to UNRSF indicators)				
Project Output 2:				

ANNEX III: WORK PLAN TEMPLATE

*Please **download** the excel file template provided by the Secretariat by clicking [here](#)

Project Title															
Workplan - Month 2023 to Month 20xx															
Prepared by xx in consultation with xx															
Results Chain no.	Project Results Chain	Linkages with the project logframe	Responsible (Participating organization, Government, NGO, CSO, Consultant etc.)	Year 1				Year 2				Year 3			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Impact	(Include Impact statement)														
Outcome	(Include Outcome statement)														
Output 1	(Include Output statement)														
Activity 1	(Include Activity statement)	(Include the corresponding outcome or output(s) indicator(s))													
Sub-activity 1.1.1	(Include sub-activity description, as appropriate)	Outcome indicator(s) Output indicator(s)	(include name of responsible partner, as appropriate)												
Sub-activity 1.1.2	(Include sub-activity description, as appropriate)		(include name of responsible partner, as appropriate)												
Sub-activity 1.1.3	(Include sub-activity description, as appropriate)		(include name of responsible partner, as appropriate)												
Activity 1.2	(Include Activity statement)														
Sub-activity 1.2.1	(Include sub-activity description, as appropriate)	Outcome indicator(s) Output indicator(s)	(include name of responsible partner, as appropriate)												
Sub-activity 1.2.2	(Include sub-activity description, as appropriate)		(include name of responsible partner, as appropriate)												
Sub-activity 1.2.3	(Include sub-activity description, as appropriate)		(include name of responsible partner, as appropriate)												
Activity 1.3	(Include Activity statement)														
Sub-activity 1.3.1	(Include sub-activity description, as appropriate)	Outcome indicator(s) Output indicator(s)	(include name of responsible partner, as appropriate)												
Sub-activity 1.3.2	(Include sub-activity description, as appropriate)		(include name of responsible partner, as appropriate)												
Sub-activity 1.3.3	(Include sub-activity description, as appropriate)		(include name of responsible partner, as appropriate)												
Output 2	(Include Output statement)														